

RESOLUTION NO. 3478

RESOLUTION APPROVING THE ADMINISTRATION
OF APPRENTICESHIP PROGRAMS IN THE
UTILITIES DEPARTMENT

RESOLVED, that the rules for the administration of an Apprenticeship Program in the Utilities Department as set forth in the document entitled, "City of Lodi Administration of Apprenticeship Programs in the Utilities Department." a copy of which **is** annexed hereto and made a part hereof as if **set** forth in full herein, **are** hereby approved and adopted by the City Council of the City of Lodi.

Dated: February 3, 1971

I hereby certify that Resolution No. 3478 **was** passed and adopted by the City Council of the City of Lodi in **regular** meeting held February 3, 1971 by the following vote:

Ayes: Councilmen - EHRHARDT. HUGHES, KATNICH.
KIRSTEN and SCHAFFER

Noes: Councilmen - None

Absent: Councilmen - **None**



CITY OF LODI
ADMINISTRATION OF APPRENTICESHIP PROGRAMS
IN THE UTILITIES DEPARTMENT

The City of Lodi, desirous of establishing apprenticeship programs in the Utilities Department, does hereby adopt the following rules for the administration of said programs in cooperation with the recognized majority representative of employees in this department, the International Brotherhood of Electrical Workers, AFL-CIO, Local 1245.

Section 1. Committee

An Apprenticeship Committee will be established and shall be composed of two members appointed by the International Brotherhood of Electrical Workers, Local **1245** (Union), and two members appointed by the City. This committee shall be called Joint Apprenticeship and Training Committee. This committee will prepare, review and revise training standards as necessary. Decisions of this committee are subject to the approval of the Union Business Manager and the City Manager.

Section 2. Training Standards

A training standard of progress will be developed, for each apprenticeship program. This standard will indicate the training time for each phase of training or work process. The training time indicated will not be restrictive, but rather will be indicative of the emphasis or amount of time that should be spent on each phase. Although the total time spent on any one phase during any one progression period may vary with the

individual, workload and amount of related instructions, the minimum assignments shall be met during the term of the apprenticeship.

Section 3. Nondiscrimination Provision

Selection of apprentices under the program shall be made from qualified applicants on the basis of qualifications alone and without regard to race, creed, color, national origin, sex or occupationally irrelevant physical requirements in accordance with the objective standards which permit review, after full and fair opportunity to applications; and these programs shall be operated on a completely nondiscriminatory basis.

Section 4. Entrance Requirements

To be eligible to enter an apprenticeship program a candidate must be a high school graduate or equivalent, pass an appropriate entrance examination, and meet whatever other minimum requirements may be established for that classification. The education requirements will not apply to employees who are in apprentice classes as of the effective date of these programs. Employees will be given an opportunity to indicate their desires and intentions with regard to entering apprenticeship training programs. Vacancies in apprenticeship programs will be announced in accordance with normal procedure.

Should the candidate fail to receive a passing grade in the entrance examination, he shall be considered not qualified to enter the apprenticeship program. Failure to achieve a passing score on the entrance examination does not disqualify a candidate from competing in future entrance examinations for apprentice or other classes.

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The entrance examination will be the same for all apprenticeship programs. Tests will be graded by a representative of the City: Grade scores required **for** passing will be subject to periodic review by the Joint Apprenticeship and Training Committee.

Section 5. Progression Tests

To progress through the apprentice program will require passing a progression test for each step of the program. These tests and the manner in which they will be scored will be prepared and agreed to by the Joint Apprenticeship and Training Committee.

A grade of 70 or above will be considered a passing grade. After the first six months any apprentice failing to pass the required test shall be given additional training time equal to one-half the period to his next review date. During this period he will not be permitted to do the work or receive the pay of the next higher wage step of **his** apprenticeship. At the completion of this additional training period he will be given another opportunity to pass the required tests. Upon again failing, his performance shall be referred to the Joint Apprenticeship and Training Committee to determine whether he should be disqualified from that apprenticeship program. Apprentices disqualified may be considered **for** placement in another job vacancy. If disqualified he will not be allowed to again enter that apprenticeship classification. Any City of Lodi employee entering an apprenticeship program shall serve a probationary period of six months in accordance with the City personnel rules. If he fails to demonstrate his ability to perform the job, **or** lacks the ability to progress during the six months probationary period he shall be returned to his former job classification and rate of pay.

Section 6. General Restrictions

A. Employees within the apprenticeship program will not be permitted to do the work or receive the pay of the next higher classification of the apprenticeship without satisfactorily passing the required tests.

B. It will not be permissible, under any circumstances, for an employee to by-pass an apprentice training program and enter a journeyman classification above the apprenticeship, nor will it be possible, if a journeyman vacancy exists, for an employee to become a journeyman in the classification he is pursuing prior to completion of the term of the apprenticeship training and satisfactory passing of all test requirements. Persons hired to fill journeyman vacancies must be able to display qualifications and experience equivalent to those required for satisfactory completion of the apprenticeship training program. An exception to the above will be made in the case of employees in City of Lodi apprenticeship classifications prior to the adoption of this procedure, and for whom special procedures will be developed.

Section 7. Review and Evaluation

The supervisor shall review and evaluate each apprentice just prior to his six-month anniversary date and prior to his progression test for that period. The Joint Apprenticeship and Training Committee will interview any apprentice who receives an adverse rating or evaluation to determine the cause and basis of such a rating.

Section 8. Instruction

Related classroom instruction as agreed to by the Joint Apprenticeship and Training Committee will be given the apprentices during regular

working hours. The instructors will be selected from personnel qualified to instruct.

Each apprentice shall pursue related and supplemental theoretical studies of not less than 144 hours per year. This outside training shall be approved by the Joint Apprenticeship and Training Committee and shall be pursued on the apprentice's own time and without pay from the City.

Section 9. **Adoption**

These rules for the administration of apprenticeship programs in the City of Lodi Utilities Department adopted by Resolution No. _____ of the City Council of the City of Lodi at its regular meeting of February 3, 1971, and this shall be the effective date of said programs,